

3358: 14-3-15 Separation from employment.

Policy statement: Northwest state community college recognizes that employees may separate their employment with the college for various reasons. Any employee who separates employment at the college is required to participate in the separation process. The employee's department is responsible for initiating the separation process.

(A) Employees leave the college for various reasons that may be either voluntary or involuntary including:

(1) Resignation

(2) Retirement

(3) Contract, grant, temporary assignment expiration/funding ends

(4) Event of an employee's death

(5) Reduction in force

(6) Disciplinary actions

(B) The board of trustees will be notified of all employee separations of employment.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358